

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-01

OPEN TO:	All Interested Candidates	OPENING DATE:	January 9, 2012
POSITION:	Assistant Supply Supervisor, FSN-8; FP-6*	CLOSING DATE:	January 22, 2012
POSITION NO:	N-52257		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary) (Position Grade: FP-6 to be confirmed by Washington) *Ordinarily Resident: Rs.904,666 p.a. (Starting salary) (Position Grade: FSN-8)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Assistant Supply Supervisor in the Warehouse General Services Office (GSO).

BASIC FUNCTION OF POSITION:

The incumbent monitors the activities of subordinates in the warehouse unit. Responsible for storage, issuance of all expendable and non-expendable supply; that includes the auto maintenance store which support to maintain the entire embassy motor pool vehicle. Independently furnishes the chancery offices, government owned/leased houses in Islamabad, Peshawar and Lahore. Incumbent reports and receives guidance from the Supply Supervisor if necessary concerning the performance of duties. Supervisors relies on the incumbent knowledge and own judgment to make a decision reference Embassy housing units, furniture manufacturers, on-and-off shore fabric vendors and source of supply locally procured items. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of twelve years of education is required.
- 2. EXPERIENCE:** Two years experience managing the office operations pertaining to warehouse and supplies is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Knowledge of various kinds of furniture, equipment, supplies, and auto stores is required. Must have good property management knowledge.
- 5. ABILITIES & SKILLS:** Must have an ability to work independently and under pressure. Computer knowledge (proficient in MS office) is required and must have an ability to learn new computer software and databases. Must have minimum 35 WPM typing speed. This may be tested. As position requires significant managerial skills to perform duties as a manager, incumbent must have good organizational and interpersonal skills. Must possess a valid Pakistani Motor Car/Jeep driving license.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov . The Vacancy Announcement Number (e.g. 12-01) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 22, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.